



Signs

Application

A complete application and ALL required attachments are to be submitted prior to review.

Fees

Fees are paid when the building permit has been issued and is ready to be picked up.

- ☐ Building Permit Fee
 - Sign: \$2.50 per sq ft of marketable area per visible face for each sign – minimum \$100.00

Submittal

An application may contain more than one sign. Applications can be submitted electronically to wpcstaff@whitestown.in.gov. The application and one copy of each of the attachments must be merged into one single pdf attachment. Applications may also be dropped off at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077.

- ☐ Application for Improvement Location Permit.
- ☐ Vicinity Map. 8 ½"x11" in size showing where the property is located in Whitestown, making sure major streets are labeled. Scale should be approximately 1:1,000.
- ☐ Aerial Map. Submit an aerial map of the subject parcel, 8 ½" x 11" in size, with the sight identified and showing all properties within 300 feet of the subject parcel. The map can be obtained from the Boone County Surveyor's Office, 116 Washington Street, Room 102, Lebanon, IN, (765) 483-4444.
- ☐ Tax Parcel ID #: This number is required on the permit application and can be found on the Boone County GIS website at www.boonecounty.in.gov.
- ☐ State Approval – if sign is located within the right-of-way of a state road, highway, or interstate.
- ☐ Certified Site Plan – (two hard copies) 11"x17" or smaller. Show the location and dimensions of existing structures as well as the proposed sign(s). Show distances from property lines and other significant structures (see sample).
- ☐ Sign Construction Plans – (two hard copies). For free-standing signs, provide dimensions. For wall signs, provide a dimensioned elevation of the façade as well as the location of the sign. 11"x17" or smaller (see sample).

Inspections

The permit holder is required to call in for all applicable inspections. Failure to obtain all applicable inspections could result in a zoning violation. Call (317) 313-7327 at least 48 hours in advance to schedule an inspection. There is a \$50 re-inspection fee for failed inspections that must be paid prior to Final Inspection.

The following inspections may or may not be applicable to your structure:

- ☐ Temporary Electric (if applicable)
- ☐ Footing/Foundation Inspection (if applicable)
- ☐ Electric (if applicable)
- ☐ Final Inspection



Signs

For Office Use Only

Permit #:

Fee:

Date Issued:

Application is hereby made for a permit to improve the premises as shown in the accompanying plans and specifications, which are made a part of this application in reliance upon which the Town of Whitestown is requested to issue an improvement location permit. It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Town of Whitestown shall constitute sufficient ground for the revocation of this permit.

Date of Application:

Name of Applicant:

Address of Applicant:

Contact Person for the Permit:

Contact Phone:

Contact Mobile:

Name of Contractor (if applicable):

Address of Contractor:

Contact Person:

Contact Phone:

Address of Location to be Improved:

Subdivision:

Section #:

Lot #:

Tax Parcel ID#:

Wall Signs:					Free-standing Signs:			
	Qty of Signs	Total Sign Area (sqft)	Total Wall Area (sqft)	% of Wall Area		Qty of Signs	Total Sign Area (sqft)	Road Frontage (linear feet)
North Elevation					North			
South Elevation					South			
East Elevation					East			
West Elevation					West			

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____